

Information Technology Architectures
for Washington State Government
April 28, 1997
DRAFT

Architecture Electronic Mail	
Principles	<p>State government staff should have the ability to</p> <ul style="list-style-type: none">• Easily exchange electronic mail with state agencies, the public, private businesses and other levels of government to improve communication.• Exchange attachments such as documents, spreadsheets and other data forms and types, (e.g., graphics, images, electronic forms, audio and video) to support interagency workgroup collaboration.• Share calendar and schedule information <u>as needed</u> to facilitate the organization of inter-agency meetings.• Access to a common electronic mail directory that is easy to use that provides up-to-date state employee electronic mail addresses.• Implement interagency applications using electronic mail and electronic forms as needed.
Process	<p>The following process will be followed to implement a common statewide electronic mail architecture</p> <ul style="list-style-type: none">• The CAB Architecture Sub-committee will develop the proposed architecture.• The proposed architecture will be submitted to the CAB for review, comments, and approval.• The CAB will forward the recommended architecture to DIS for review, comments, and concurrence.• DIS will submit the proposed architecture to the ISB for approval.• DIS will monitor state agency compliance to state standards and report non-compliance issues to the Agency Director and the ISB.
Standards	<p>The following standards exist:</p> <ul style="list-style-type: none">• State government electronic mail systems must be compliant with the MIME/SMTP standards.• All state agencies shall adopt internal policies for the official use of electronic mail by its employees. <p>Additional standards may be required to address:</p> <ul style="list-style-type: none">• Agency connection to the state's IP backbone network.• Statewide electronic mail naming conventions.• Maintenance of and access to common directory service(s)• Sharing of calendars and scheduling capability.• Sharing of documents, electronic forms, etc.